

## Museum Educator & Programs Coordinator

Reports to: Director of Education & Engagement

Status: Full-time, hourly, non-exempt

Hours: M-F, 9-5p; flexibility required in order to cover weekend and evening activities

**Job Summary:** The Museum Educator & Programs Coordinator plans, develops and delivers educational programs in order to expand learning opportunities for visitors. Coordinates educational programs, events, classes, camps and workshops that support exhibitions.

### **Essential Responsibilities:**

- Plan, develop and execute special programs related to exhibitions.
- Expand learning opportunities for visitors through unique and accessible exhibition interactives and programming.
- Design, implement and coordinate diverse multidisciplinary camps, workshops and classes.
- Solicit ideas for programs, maintain the master schedule of Programs events, coordinate marketing and facilities needs for events, and ensure that events have appropriate staff and volunteer coverage.
- Work with advisory panels to develop and pilot new programs.
- Update and implement engagement strategies, including metrics to assess program performance in alignment with Museum affinity groups.
- Collaborate with Curatorial staff to develop and design engaging exhibition interactives and guides; partner with Curatorial to lead training on exhibitions for docents and volunteers.
- Use video and social media technology to enhance and distribute programming.
- Monitor and measure attendance and visitor satisfaction for programs.
- Maintain Programs portion of the Museum website and help maintain public programs on the website, social media and Museum's ticketing system.

### **Job Qualifications:**

- Bachelor's degree
- 2 years of experience in education or museums, events planning, and project management
- Excellent written and oral communication skills; comfortable with public speaking
- Innovative, creative thinker who gets the job done
- Collaborative and team-oriented, yet with the ability to work independently
- Have a passion for and knowledge of the community and the Museum's mission
- Strong organizational skills and the ability to manage numerous projects simultaneously
- Ability to operate audiovisual equipment and technologies for programs
- Experience with Microsoft Office and ability to use the Museum's administrative software
- Must be able to work evening and weekend events as needed

**Essential functions (ADA):**

- Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and operate general office equipment (e.g. copier).
- Substantial movements of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
- Visual acuity to determine the accuracy, neatness and thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mission**

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.